

VACANY ANNOUNCEMENT

OPEN TO: All Interested Candidates

FROM: Jacqueline Fields, Human Resources Officer

POSITION: Field Open Source Officer (Arabic), Level III (**Two positions**)

OPENING DATE: 16 February 2011

CLOSING DATE: 6 March 2011

APPOINTMENT DURATION: 2 to 3 Years

SALARY: Starting QRs.105,819; full performance QRs.190,995 plus benefits

WORK HOURS: Full-time; 40 hours per week

OFFICE AND LOCATION: Open Source Center, Doha, Qatar

NOTE:-

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

THE CANDIDATE WHO WILL BE SELECTED FOR THIS POSITION MAY BE HIRED AT LEVEL III, FULL PERFORMANCE LEVEL OF THE POSITION, OR AT A LOWER LEVEL, IN ACCORDANCE WITH REGULATIONS AND DEPENDING ON THE CANDIDATES QUALIFICATIONS AND EXPERIENCE.

The U.S. Embassy in Doha, Qatar is seeking two individuals with the required work permit for employment in country for the position of Field Open Source Officer (Arabic) in the Open Source Center (OSC), Doha Office.

BASIC FUNCTION OF POSITION

Manages and directs the operations of a team of translators monitoring Arabic press, broadcast media, and other regional information sources. Translates Arabic language print and voice material into clear idiomatic English. Processes large amounts of information, detects relevant factors, and discerns most important elements while working collaboratively and effectively in a fast-paced, often high-pressure, multicultural, team environment.

A copy of the complete position description listing all duties and responsibilities is available in the OSC Doha - Administrative Office. Contact: (974) 4420-2400.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Education: A University degree (3 to 4 yrs) in area studies, media studies, or another applicable field such as journalism, political science, economics, or history required.
2. Prior Work Experience: A minimum of five years of work experience in a related substantive field (e.g., media, international affairs, military, political, economic, science and technology) required. Prior experience managing or directing a team is desired.
3. Language Proficiency: Level IV (can perform extensive, sophisticated language tasks, encompassing most matters of interest to well-educated native English speakers, including tasks which do not bear directly on a professional specialty) speaking and reading English and Arabic required. Ability to translate selected print and voice material into clear idiomatic English from Arabic required. Additional language proficiency in Pashto, Dari, Urdu, Persian and/or other regional languages is highly desired.
4. Knowledge: An in-depth knowledge of Middle Eastern affairs and media is required.
5. Skills and Abilities: Ability to use critical thinking/analytic skills to process large amounts of information, detect relevant factors, and discern most important elements required. Ability to communicate clearly, both orally and in writing required. Ability to use interpersonal skills and work collaboratively and effectively in a fast-paced, often high-pressure, multicultural, dispersed team environment required. Ability to use time management and organizational skills to complete work requirements in a timely manner required. Ability and willingness to continually update and acquire new knowledge and skills required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment, unless currently hired into a position with a When-Actually-Employed (WAE) work schedule.
5. Candidate must successfully pass tests in translation, writing, and knowledge of regional affairs.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

PLEASE SUBMIT YOUR APPLICATION FOR EMPLOYMENT (A RESUME WITH A COVER LETTER) TO:

DohaTranslator@gmail.com

POINT OF CONTACT

Telephone: +(974) 4420-2400

DEFINITIONS*

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US Citizen;
 - Spouse or dependent who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign Service.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
 4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 6 March 2011

The US Mission in Qatar provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.